

POWELL BILL REPORTING SYSTEM (PBRs)



Helpful Tips

- It is the responsibility of the municipality to access **Partner Connect**, acquire & enter the data on the required documentation, print and obtain necessary signatures & seals, scan signed documentation, and attach all documents in **Partner Connect**. **Only municipality personnel should gain access to Partner Connect.** *****Engineering firms do not have access to generate the certified statement; therefore the certified statements they produce are not acceptable.*****
- Internet Explorer 8, 9, 10, or 11 is the browser that supports the Partner Connect grants system. Other browsers such as Firefox, Safari, Chrome, and etc. are not supported and you will experience issues using these browsers.
- In order to view forms in the grants system, **you must have Adobe 9 or higher.**
- A Quick Reference Guide is available on **Partner Connect** under the “HELP” option and also on the Powell Bill website at:
<https://connect.ncdot.gov/municipalities/State-Street-Aid/Pages/default.aspx>. The quick reference guide has step-by-step instructions to help you navigate through the system to complete the required information.
- **Embossed or raised seals** must be **shaded** over with a pencil before scanning document to be legible on the scan.
- **Turn pop-up blockers off** and “**always allow this site**” so your forms will display properly.
- Only call the Help desk at 1-800-368-2778, if you are having trouble logging in. (Authentication failed means your password is locked.) You will need your 8-digit secure code when calling the DOT Help Desk. Your 8-digit secure code is located on the Access Authorization form you filled out. If you do not have the 8-digit secure code or have any other problems, contact the Powell Bill Manager at 919-707-4586 or PowellBillHelp@ncdot.gov
- Let the Powell Bill Manager know of any municipality personnel changes whom has access to the online system.
- Your municipality will be disqualified from the Powell Bill Program if all required documentation is not received prior to the disbursement of the allocation.
- ****Please feel free to contact** contact the Powell Bill Manager at 919-707-4586 or PowellBillHelp@ncdot.gov **anytime you may have questions.****